Core Financial Project

Requisitioning

Change Discussion Guide

About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas—Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable, and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area; however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Integrated Financial Management Program Overview

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution
Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing
Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management
Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable
Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable
Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger
Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a “One NASA” Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
  – Providing consistent, accessible financial data

- Provide accounting and budgeting structure to enable Full Cost Management

- Support business-based, decision making
  – Providing timely financial information so that it can be used in the decision-making process

- Provide financial information backbone to be integrated with project management data for an integrated view of project status

- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
  - Reduce need to compile and reconcile data from disparate sources and systems
  - Provide a single point of data entry (elimination of duplication)
  - Provide a real-time, single, consolidated general ledger
  - Reduce research and analysis time by providing drill-down capability to original source documents

- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
  - Provide fully-automated purchase request creation, routing and approval
  - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
  - Automatic calculation of interest
  - Automatic aging of accounts receivable
  - Better handling of installment payments from customers
  - Automatic preparation of IRS 1099s for debt cancellations
  - Automated trial balances, FACTS I and II
  - Elimination of PAC and Hilite Reports
  - Elimination of FACS generation and transmission to NASA HQ

- Provide easier distribution of carrier account transactions

- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-Wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

Purchasing Overview

What is Purchasing under Core Financial?

Process Purchases

- Plan Acquisition
- Initiate Purchase Request
- Perform Pre-Solicitation Activities
- Solicit Offers
- Evaluate Offers (price only)
- Award Contract (e.g., purchase orders, contracts, grants, cooperative agreements)
- Issue Tasks (e.g., delivery/task orders)
- Monitor Performance
- Modify Contract (modifications)
- Accept Deliverables
- Review Invoice
- Closeout Contract
- Maintain Material Master Data
- Maintain Templates
- Perform Novation Activities

Purchasing Overview

Requisitioning Overview

Requisitioners will be responsible for planning purchases and initiating and changing purchase requests. In order to plan a purchase, the Requisitioner will be taught how to describe requirements by creating Draft Statement of Work (SOW) specifications, drawings, and/or data deliverables. Requisitioners will also learn how to evaluate purchases through the Consolidated Contracting Initiative (CCI) listing, identify vendors in the system, and evaluate other government mass-buy contracts. This course will teach end-users how to attach the prepared supporting documents for purchase requests (e.g., Justification for Other Than Full and Open Competition (JOFOC), evaluation criteria, government estimates, the Statement of Work, SPECs, and Contract Data Requirements Lists (CDRLs)). In addition, Requisitioners will learn how to track status of requisitions and subsequent resulting documents from the initiation of the request through receipt of delivery and payment.

Note: The Requisitioners should already have the knowledge, skills, and ability to prepare supporting documentation outside SAP such as a Justification for Other than Full and Open Competition (JOFOC), Evaluation criteria, government estimates, Statement of Work (SOW), drawings, Specifications, Contract Data Requirements Listings (CDRLs), etc.

Core Financial Role Mapping

A Role is:
- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:
- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE–Position Descriptions will not be changed as a part of the Core Financial project.)

Core Financial Role Mapping

Requisitioning Roles

REQUISITION APPROVER

Description: The Requisition Approver is responsible for reviewing the requisitions received through workflow and approving or rejecting them based on the review. The final approval of the requisition will take place in the procurement office.

REQUISITIONER

Description: The Requisitioner is responsible for planning the acquisition and initiating and changing the acquisition request. In planning the acquisition, the Requisitioner will fully describe the requirement through the Draft Statement of Work (SOW), specifications, drawings, and/or data deliverables. After deciding to initiate the requisition, the Requisitioner evaluates the acquisition alternative by checking the Consolidated Contracting Initiative (CCI) listing, identifying vendors in the system, evaluating other government mass-buy contracts, and performing additional market research as necessary.

The Requisitioner prepares the supporting documents (e.g., Justification for Other Than Full and Open Competition (JOFOC), evaluation criteria, government estimates, finalizes the SOW, SPECs, and Contract Data Requirements Lists (CDRLs)) and then attaches the supporting documents to the acquisition request. The Requisitioner tracks the status of his/her requisitions and subsequent resulting documents from initiation of the request through receipt of delivery and payment.

Frequently Asked Questions

Can unfunded Purchase Requisitions for supplies and services be done?
We can do planning PRs - they will just be "unfunded" purchase requisitions that will later be "changed" to include the funding when it becomes available. Planning purchase requisitions will not have a special document type.

Can additional approvers be added 'ad hoc' in the workflow for PRs?
'Adhoc' approvals can be added through the 'forwarding' functionality; however, the person the document is forwarded to must have the same release authority as the person doing the forwarding. Additionally, 'substitutes' can be created by each approver to accommodate when the approver is away or to address the CO warrant levels without trying to build release strategies at that level.

With many attachments, of differing length and file formats - how will online approval be practically conducted?
Attachments are available for viewing on-line, but again the preliminary approvals should be done off-line and final approval on-line to minimize the time the document is tied up in the approval process.

For Planning PRs, is the process for approving these types of documents different from other PRs with funding associated with them? Do they also go through a release strategy process?
No, there is not difference in the process; they will go through the release strategies.

Frequently Asked Questions

Key Terms

Account Assignment Category
Specifies whether accounting for an item is to be effected via a Cost Center (K), Project WBS (P), Network (N), Reimbursable (Y), or Unknown (U). The Unknown account assignment will be used when creating all ID/IQs, BOAs, and BPAs in the Outline Agreement window (ME31); for unexercised options for services; and for planning PRs.

Alternate
Individual designated to act on behalf of an approver during a defined period while an approver is out of the office for various reasons.

Business Area
Organizational unit of financial accounting that represents a separate area of operations or responsibilities within the organization and to which value changes recorded in Financial Accounting can be allocated. For NASA, the business area is the center identification number (AIN) (e.g., 62 for MSFC).

Commitment Item
Reproduces the functional split between revenues and expenditures within a financial management area. Must be marked as budget objects/posting objects with the financial transaction 30 and item category 2 or 3.

Cost Center
Lowest Level in the Standard Hierarchy used to capture information by Performing Organization, or carrier account/cost pool.

Estimated Price
Expected unit price for a line item.

Estimated Total Value
Expected extended value of a line item.

Expected Value
Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent of the Valuation Price for Supplies. The field for this value can be found under the limits tab on both the Purchase Requisition and the Purchase Order. The field for this value also appears on the Request for Quotation, but it is not available for data entry.

Key Terms

Forward
Routes a document to another user for execution.

Fund
Comprise funds provided by sponsors for a specified purpose.

Funds Center
Element within Funds Management (FM) when combined with other FCS elements budget may be assigned to the Agency, Enterprise, or Center. Replicates current AWCS structure through the 506A/A-R level or possibly lower for Center uniques. It is arranged in a multi-level hierarchy and adheres to the current Agency Wide Coding Structure (AWCS) codes.

GL Account Number
Number that identifies the general ledger (GL) account in a chart of accounts.

Item Category
Identifier indicating the characteristics of an item as either a supply (Z) or service (D).

Material Group
Materials and services that are grouped by their Product Service Codes (PSC) or Federal Supply Classification (FSC).

Network
An object containing instructions on how to carry out tasks in a specific way, in a specific order, and in a specific time period.

Order Number
Number assigned to a particular work order or planned order.

Overall Limit
Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed. The Overall Limit value is equal to the Expected Value for the line item.

Key Terms

Key Terms

Release Strategy
Specifies the sequence in which the approvers responsible for processing a certain document must approve an internal or external purchasing document with their respective release codes.

Total Estimated Requisition Amount
The total value of the Purchase Requisition to include all options.

Transaction Code (T-code)
Short code for quick access to a specific SAP window.

Valuation Price
Price per unit that is committed on the purchase request. It is the equivalent of the Expected Value for services.

Vendor Material Number
SAP field that is used to identify the National Stock Number (NSN) for a procurement line item (PLI) and serves as a trigger for the interface with the NASA Supply Management System (NSMS).

Work Breakdown Structure (WBS)
Project structure built in a multi-level hierarchy outline and adheres to the AWCS reporting structure and/or lower. Its elements describe specific tasks or actions to be carried out in the project. WBSs are tied to funds center through SAP derivation rules.

Workflow
The chronological and logical sequence of the steps processed either by people or the system.

Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training. **Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. [NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]**

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to "go live". Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control – Online Quick Reference (OLQR)

The Core Financial *SAP Mission Control* (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Requisitioning Curriculum

Course Name – Requisitions

Description: During this course, Requisitioners will learn how to plan and initiate purchase requests. In order to plan a purchase request, the end-user will be taught how to identify vendors in the system, review procurement history, and evaluate other government mass-buy contracts. This course will also teach Requsitioners how to create, change, and attach prepared supporting documents (e.g., Justification for Other Than Full and Open Competition (JOFOC), evaluation criteria, government estimates, the Statement of Work, SPECs, and Contract Data Requirements Lists (CDRLs)) to the purchase requisition. In addition, Requisitioners will learn how to track status of their purchase requisitions and subsequent resulting documents from the initiation of the request through receipt of delivery and payment. Requisition Approvers will learn how to approve and reject purchase requisitions. (Role: Requisition Approver, Requisitioner)

Course Name - NASA Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in Purchasing will be required to complete prior to implementation.

WBT Module: Requisitions

Description: During this course, Requisitioners will learn how to plan and initiate purchase requests. In order to plan a purchase request, the end-user will be taught how to identify vendors in the system, review procurement history, and evaluate other government mass-buy contracts. This course will also teach Requsitioners how to create, change, and attach prepared supporting documents (e.g., Justification for Other Than Full and Open Competition (JOFOC), evaluation criteria, government estimates, the Statement of Work, SPECs, and Contract Data Requirements Lists (CDRLs)) to the purchase requisition. In addition, Requisitioners will learn how to track status of their purchase requisitions and subsequent resulting documents from the initiation of the request through receipt of delivery and payment. Requisition Approvers will learn how to approve and reject purchase requisitions. (Role: Requisition Approver, Requisitioner)

Requisitioning Curriculum

Core Financial Contacts

Who Should I Go To If I Have Questions?
Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering	Name	Code	Phone	Email
A, CO	Michael Chatman	CFA	(202) 358-0085	mchatman@hq.nasa.gov
A, CO	Sandra Smith	CFB	(202) 358-1307	sandy.smith@hq.nasa.gov
BF	Donna Dull	BFB	(202) 358-1035	ddull@hq.nasa.gov
BF	Bertha Lee	BFZ	(202) 358-0998	blee@hq.nasa.gov
BR	Mary Ellen Wirsing	BRA	(202) 358-1467	mwirsing@hq.nasa.gov
EAA	Omega Jones	EAA	(202) 358-0292	ojones@hq.nasa.gov
EU	Linda Worthington	CFA	(202) 358-1957	lworthin@mail.hq.nasa.gov
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J	Jay Rosenthal	JXA	(202) 358-1122	jrosenth@hq.nasa.gov
JE	Christopher Hart	JEA	(202) 358-0115	chart@hq.nasa.gov
M - Funds processing	Andrea Ledbetter (Jordan)	M-6	(202) 358-4772	ajordan@mail.hq.nasa.gov
M - Funds processing and PRs	Vickie Walton	MAA	(202) 358-1016	vwalton@hq.nasa.gov
M - General	Gary Gaukler	MAA	(202) 358-1013	ggaukler@hq.nasa.gov
M - PR processing	John Watts	MAA	(202) 358-0101	jwatts@hq.nasa.gov
NMO at JPL	Angel Castillo	SJ	(818) 354-1585	acastillo@nmo.jpl.nasa.gov
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Core Financial Contacts

HQ Change Agents, continued:

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Procurement	Delia Robey	210	(301) 286-8109	drobey@pop200.gsfc.nasa.gov
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Q	Margaret Pavlik	QAA	(202) 358-1911	mpavlik@hq.nasa.gov
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RFO	Denise Brown	157	(301) 286-6122	debrown@pop100.gsfc.nasa.gov
RFO	Melissa Mouer	159	(301) 286-6022	mdevoto@pop100.gsfc.nasa.gov
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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.

Core Financial Contacts